

VIEW CHURCH MULTI-PURPOSE CENTER

Multi-Purpose Center Committee: Staff

Polices, Reservations, and Scheduling

**Reservations should be made no less than 30 days in advance by
“ACTIVE” church members only**

- Only authorized members will be assigned keys and security codes. Please do not try to duplicate a key. Security codes will only be good for day of use.
- Adult members reserving the center must remain at the event at all times.
- Request for repetitious or ongoing activities should also be submitted online and approved at Staff Meetings on Mondays
- Reservations will be granted on a first come first serve basis. Ministry events will take precedence over all other activities.
- The center should be relinquished upon the termination of the reserved time.
- Do not put any type of tape (masking, duct, etc.) on any of the center floors, walls, or ceilings of the gym!
- All trash containers (including bathrooms) are to be emptied. **ALL TRASH SHOULD BE DISPOSED IN THE DUMPSTER.**
- Table and chairs are not to be removed from the building.
- Do not drag or push heavy objects across any of the floors.

Rules and Policies for Proper Conduct and Behavior

In consideration of the benefit of using the church's facilities, User agrees to abide by all the terms and conditions of use described in this agreement.

- The Multi-Purpose Center is a part of View Church and everyone should conduct himself/herself with behavior conducive to Christian morals. Wholesome recreation and good sportsmanship is expected at all times.
- No drinking of alcoholic beverages or use of drugs will be permitted in the building or on church property. Anyone caught drinking alcoholic beverages or using drugs on the property will be required to leave.
- There will be no unauthorized use of the center at any time. Any unauthorized entrance into the center may result in the suspension of the privilege of the individual or individuals to use the facility.
- Christian modesty and good taste are expected in attire.
- Tennis shoes or sneakers (no black-sole shoes) must be worn while participating in athletic activities in the gym.
- The person receiving the building (other than church wide events) is responsible for securing the building before leaving. This includes turning off lights, turning off heating/air and making sure all outside doors are locked. The Facilities Pastor or another staff person will check the center to ensure the center is in good condition, and if not, the designated adult will be contacted.
- The person and/or group reserving the building (other than church wide events) **will be responsible for cleaning the building**, this includes sweeping, and wet mopping floor area where food and/or drinks may have been served. The director will check to ensure

the building is clean, and if not, the designated adult will be contacted.

- **A \$50 fee will be charged if the facilities are not left “Sunday ready”.**
- No pets will be allowed in the building. (Excluding Service Animals)
- No loitering outside of the building.
- Anyone caught abusing the building and/or equipment will be held responsible for damages. He or she will not be allowed to use the facility again.
- The Facilities Pastor or the adult in charge has the authority to ask anyone behaving in an un-Christian manner to leave the premises.
- Fighting, profanity, abusive language, and questionable games are prohibited and will result in immediate removal.
- No baseballs, no softballs, no skateboards, roller skates, roller blades, or scooters will be allowed in the building.
- No horse playing allowed in the activity room, hallways, fellowship hall, or restrooms.
- User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above-described facilities.
- User agrees that it will not use the premises for any purpose that is contrary to the mission, purpose or belief of View Church, which is a biblically based religious institution.
- User agrees that it is solely responsible to implement appropriate screening and supervision procedures to protect children, youth, and vulnerable adults attending the user’s function at the facilities.
- User agrees to hold harmless, indemnify and defend View Church (including Owner’s agents, employees, and representatives) from

any and all liability for injury or damage including, but not limited to, illness, exposure to infectious/ communicable disease, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above-described premises, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of View Church (including Owner's agents, employees, and representatives) or otherwise.

- User agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises which User will use, including entrances and exits.

The adult assuming responsibility must sign the form. Priority of use is determined by the church calendar.

Please note that no event is scheduled until you have received confirmation from the church office following receipt of the application.

*** View Church reserves the right to refuse the use of these facilities. ***

After reading & signing the policies, reservations, and scheduling guidelines please submit the calendar request form.

Sign: _____

Date: _____

View Church Multi-Purpose Center

Clean-Up Checklist

- Return all equipment to the designated area (balls, nets, etc.) used by your group.
- Cleaning supplies, rags, brooms, and mops are located in the hallway beside the kitchen.
- Check restrooms for any debris or excessive water and mop the floor if needed.
- Bathroom trash must be emptied and all toilets flushed.
- Clean tables, counters, and any equipment.
- Take away all food and dishes that you brought.
- Leave the room(s) set up as you found it, (take down or put back up any tables and chairs moved from the original setup)
- Sweep the floor
- If food and drink were approved with your application, please mop up any spills.
- Check for and remove any trash left by your group. **Trash should be taken out to the dumpster.**
- Leave room temperature setting as you found it.
- Make sure the building is empty, doors are locked, and ALARM is set as you leave.
- Turn off all lights, including the bathroom.

Please return the envelope and the signed form in our mailbox located on the far-right side of the church.

Thank you for helping keep our facilities clean!